

Pownal Future Facilities Committee
MINUTES

Tuesday, March 21, 2023 6:30pm

Approved 28mar23

Present: Patt Fairbanks, Dick Hogue, Kathy Hogue, Paul Giddinge, Mike Pascarella, Matt Nielsen, Andy O'Brien, Jesse Peters, Susan Peters

Excused: Bo Chesney, Pat Christian, Toni Mark, Paul Schumann

- A. Kathy Hogue called the meeting to order, 6:30pm.
- B. Minutes of February 21, 2023, were approved as written.
- C. Request for Proposals (RFP)
 - 1. The committee reviewed the format for evaluating/scoring the RFP's as submitted by Pat Christian (copy attached). Jesse noted that we have 7 sub-committee members but requested 6 copies to be submitted from proposers. Can our Town Administrator make copies? Kathy will check with Becky to find out the correct procedure.
 - 2. *Instruct and Authorize the Selection Committee (SC) to:*
 - i. Select a Chair and Vice Chair – after some discussion, it was decided that since the Selection Committee will be working individually from home to do the scoring, neither a Chair nor Vice Chair would really be needed. Perhaps choosing a moderator when the SC meets to discuss the scores would be helpful (Pat Christian?).
 - ii. Have said Moderator and/or Town Administrator follow-up with the proposers to see if there are any further questions or anything else needed from the proposers.
 - 3. The Town Administrator has budgeted under her line monies for 2 mailings and 2 public hearings for FFC to be on the June town meeting warrant. Andy O'Brien agreed to "set the stage" at Town Meeting for a presentation as to where the committee is in their process.
 - 4. At the April 24 Public Hearing, we will have our fact sheets available as well as Goals and Strategies from the 2 Comprehensive Plans and the Needs Assessment.
- D. Committee Reports
 - 1. Communications: Kathy and Bo
 - a. Annual Report: Bo submitted the most recent version of this report. Some edits were suggested. Kathy will send those to Bo.
 - b. Pownal Community Day: It was agreed that we should have a presence there and have our fact sheets available. Also, Bo and Kathy talked about putting together a little fact contest (with prizes) for the day.

2. Update on fact sheets: Kathy and Bo submitted the most recent drafts of the 2 fact sheets. The committee reviewed the Fire Department fact sheet and made the edited changes that Jesse Peters sent in. Also, Matt Nielsen noted that he wanted to check out a few facts in the Public Works fact sheet and will email Bo directly with any updates he might have.
- E. Old Business: It was agreed that we should reach out to our 2 community members who will be serving on the Selection (sub) Committee to see if they would like to attend a few of our meetings. Andy will call John Libby and Jesse will reach out to Andy Seymour.
- F. Next Meeting, March 28, 2023 – 6:30pm. The agenda for this meeting will include approving minutes and discussion of answers to submitted RFP questions.

Meeting Adjourned, 7:23pm.

Respectfully submitted,
Kathleen A. Hogue